



Application for  
RECORDS DISPOSITION STANDARD

1. Application Date 3-23-1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DCS-4		Date Received MAY 18 1973	Application No. 73-377

3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Community Services, Program and Field Services 47 Trinity Avenue Atlanta, Georgia 30334	4. Person to Contact Mrs. Anne Hunter	5. Working Title Chief, Field Services	6. Tel. No. 656-4479
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7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.      ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1939- to date	9. Exact Series Title CHILD WELFARE FILES
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10. What is the function of the office in which this record series is created?

The Program and Field Services Unit, under the Chief, is responsible for the administration and supervision of programs in the State designed to aid indigents and others who are incapable of caring for themselves. Included are programs designed to:

1. improve the living conditions of adults who are unable to care for themselves (Adult Services)
2. improve the living conditions of children who are unable to care for themselves (Children Services)
3. aid adults in the planning of their children (Family Planning)
4. involve members of the community in other programs in a paid capacity (Subprofessional Services)
5. involve members of the community in other programs in a non-paid capacity (Volunteer Services)
6. provide training for the unskilled so that they might find gainful employment (Work Training Service)
7. supervise the adoption process (Adoption Service)
8. forward correspondence from county agencies to agencies in other states (Interstate Correspondence Service)

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

SEE ATTACHED

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
	Letter-size File Drawers				In Office	In Storage Area	
Legal-size File Drawers			Floor Space Occupied (Square Feet)				
				This Year's	Last Year's	Preceding Year's	All Years
			AVERAGE DAILY REFERENCES				

## QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- |   | YES                                     | NO                                      |
|---|---|---|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [ ]            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [ ]            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input type="checkbox"/> [ ]            | <input checked="" type="checkbox"/> [X] |

24. REQUIREMENTS. The following requires the files to be kept \_\_\_\_\_ years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

SEE ATTACHED

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s) / \_\_\_\_\_ year(s):  
☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):  
☒ Destroy. \*  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify)

\*The file will be withdrawn and placed in the Adoption Case File upon initiation of adoption procedures. The Records Center will transfer one cubic foot of records to Archives for each year of accumulation.

SEE ATTACHED

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Helen A. Spaulah</i>	4-11-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Calvin Bell</i>	4-5-73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dyer</i>	5-21-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll West</i>	5-17-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>R. B. J. Sheel</i>	5-21-73

STATE RECORDS  
COMMITTEE

## ATTACHMENT SHEET 1

### CHILD WELFARE FILES

These files relate to the administration of child welfare papers, and can include all or any part of the following:

1. Foster Home documents relating to the authorization and administration of a foster home. Included are:
  - A. Foster Home Agreement
  - B. Foster Home Studies
  - C. Correspondence
  - D. Form 12
  - E. Form 13-Closure
2. Correspondence relating to inquiries about specific foster children (Adoption Studies).
3. Interstate Correspondence relating to inquiries to and from other states relating to foster homes and children, and interstate placement agreements.
4. Documents relating to the adoption cases that have never been completed.
5. Interstate Correspondence relating to inquiries to and from other states regarding adoption cases, and transfers to and from other states.

Files are arranged alphabetically by case name or name of foster parent, except that all or part of any section may be placed in the Adoption file upon initiation of the adoption procedure.